



COUNTY OF LOS ANGELES WORKFORCE DEVELOPMENT PROGRAMS DIRECTIVE



DATE: June 22, 2018

NUMBER: WDP D17-04

Equal Opportunity (EO) and Americans With Disabilities Act (ADA) Taglines

EXECUTIVE SUMMARY

This directive provides County approved and mandated Equal Opportunity (EO) and Americans With Disabilities Act (ADA) Taglines for use by Los Angeles County America's Job Centers of California (AJCCs) in internal and external communications. The directive incorporates updated State guidance regarding the use of EO and ADA Taglines provided via State Employment Development Department (EDD) Directive WSD 17-01 *Nondiscrimination and Equal Opportunity Procedures* and provides guidance and procedures regarding the EO and ADA Taglines requirement stated in County of Los Angeles WIOA D17-03 *Equal Opportunity and Grievance and Complaint Procedures*.

REFERENCES

- Workforce Innovation and Opportunity Act (WIOA) (Public Law 113-128) *Section 188*
- Rehabilitation Act of 1973 (as amended under WIOA)
- Title 20 CFR Part 683; Title 29 CFR Part 34 and 38
- EDD Directive WSD17-01 *Nondiscrimination and Equal Opportunity Procedures*
- County of Los Angeles One Stop Operator for the America's Job Centers of California (AJCCs) Subaward
- County of Los Angeles WIOA D17-03 *Equal Opportunity and Grievance and Complaint Procedures*

BACKGROUND

State Employment Development Department (EDD) Directive WSD 17-01 *Nondiscrimination and Equal Opportunity Procedures* requires that AJCCs state in their communications that a WIOA Title I-financially assisted program or activity is an equal opportunity employer/program, and that auxiliary aids and services are available upon request to individuals with disabilities.

The County instituted this requirement via County of Los Angeles WIOA D17-03 *Equal Opportunity and Grievance and Complaint Procedures*. The following policies and procedures provide the County of Los Angeles AJCC system with specific guidance on how to implement this requirement.

POLICY AND PROCEDURES

County Approved EO and ADA Tagline Language

AJCCs must ensure that approved EO and ADA taglines are included in all County of Los Angeles AJCC communications to staff, clients, or the public at large. County approved EO and ADA taglines are as follows:

WDACS and the Los Angeles County America's Job Centers of California are equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities.

Communications

AJCC communications that must include the County approved EO and ADA taglines include but are not limited to the following:

- Recruitment Brochures
- Flyers
- Letterhead
- Email Signatures
- Websites - Any websites promoting WIOA Title I services must have the taglines on the homepage and any other webpages publishing WIOA Title I services
- Any other materials distributed or communicated in written and/or oral form, electronically and/or on paper to describe WIOA Title I programs or the requirements for participation by recipients and participants.

Materials that indicate that the AJCC may be reached by voice telephone must also provide the TTY number or equally effective communications system in place.

AJCCs must ensure the Los Angeles County approved EO and ADA taglines are on all materials produced for and communications related to their Los Angeles County One-Stop Operator Sub-Award.

AJCCs that publish or broadcast program information in the news media must ensure that such publications and broadcasts state that the WIOA Title I-financially assisted programs or activity in question is an equal opportunity employer/program (or otherwise indicate that discrimination in the WIOA Title I-financially assisted program or activity is prohibited by Federal law) and indicate that auxiliary aids and services are available upon requests to individuals with disabilities.

An AJCC must not communicate any information that suggests, by text or illustration, that the AJCC treats beneficiaries, registrants, applicants, participants, employees or applicants for employment differently on any prohibited basis, except as such treatment is otherwise permitted under federal law or regulation.

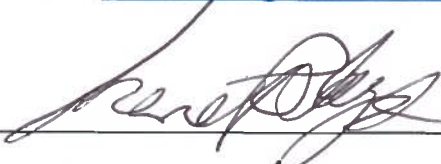
ACTION

County of Los Angeles AJCCs must ensure that the policies and procedures described herein are communicated throughout the operations, management and governance structure of the contractor organization and that this Directive is appropriately maintained until further notice.

County of Los Angeles AJCCs must develop and implement written internal controls and procedures incorporating all the requirements written in this directive.

INQUIRIES

Inquiries regarding this directive and the policies and procedures described herein should be directed to AJCCOPS@wdacs.lacounty.gov.



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